

# HEALTH & SAFETY NOTICE



**HSN-06 ISSUE 04      JANUARY 2005**

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## **NOTIFICATION PROCEDURES FOR HEALTH & SAFETY NOTICES HSN -06 UPDATE NOTICE**

### **INTRODUCTION**

1. This Health and Safety Notice should be read and understood by all employees of Vacman Cleaning Ltd.
2. The Vacman Cleaning Ltd Health & Safety Manual will be reviewed at least once a year or at such times as may be required by changes in procedures, working practices, legislation or any other urgent considerations which impact upon the safety culture within the company. The Managing Director or a member of the Senior Management Team will be responsible for identifying such changes and will be assisted in this duty by all employees.
3. In order that all employees are made fully aware of any amendments or updates the following procedures will apply :

### **NOTIFICATION – UPDATE NOTICES**

3. The function of an Update is to inform all employees of new developments in our safety management system and to ensure the employees' health, safety and welfare at work. Whilst management is ultimately responsible for ensuring that its Health and Safety policy is being fulfilled and for the regular and effective checking of health and safety procedures, the SWEC approves the arrangements for ensuring the continued well-being of staff and visitors. On each occasion that the Health & Safety Policy or Manual is updated all employees will receive a Health & Safety Update Notice.
4. The Update Notices will include:
  - 4.1 notice of any new development, introduction or monitoring procedure or health and safety rules and safe systems of work,
  - 4.2 notice of any new reporting procedures relating to unsafe or unhealthy conditions and practices together with recommendations for remedial action,
  - 4.3 notice of changes examination of safety audits and inspection reports,
  - 4.4 notice of accident statistics and trends within the company,
  - 4.5 notice of newly appointed safety advisers and safety representatives,
  - 4.6 notice of reports provided by enforcing authority inspectors,
  - 4.7 any review notices regarding the adequacy and effectiveness of safety and health communications in the workplace,
  - 4.8 notices relating to changes in health and safety training;
  - 4.9 Notices promoting the health, safety and welfare of the company's workforce.

- 5. All employees will comply with management and return a completed acknowledgment form indicating that they have read and understood the contents of any update notice.
  
- 7. This Health and Safety Notice is issued after due consultation between Management and Employee representatives.

Approved by:

Issued by:



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Managing Director

Date:.....14.../01.../....2005.....

**HSN- 06 APPENDIX 1**

**HEALTH & SAFETY NOTICE**



**HSN-06 HEALTH & SAFETY UPDATE No.....**

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1. This Important Health and Safety Notice should be read and understood by all employees of Vacman Cleaning Ltd.
  2. The following important changes have been made to the company Health & Safety Policy/ Manual :

Cut along this line

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**RECEIPT ACKNOWLEDGMENT**

Health & Safety Update No.....

Date.....

I have received and understand the contents of the above Health & Safety Update Notice.

I understand that if I have any questions I should call 0800 783 6103 for advice or speak to my Line Manager Supervisor.

NAME.....Employee

No.....

**Please tick this box if you consider that you need training in respect of this update**

***This receipt must be returned in the reply paid envelope to;***

The Managing Director, Vacman Cleaning Ltd, Budhmor Place, Portree, IV51 9DJ